

The U.S. Embassy in Montevideo is seeking a university student who meets the requirements below and who would be interested in achieving practical experience through a volunteer internship in the Facility Management Office (FAC) of the Embassy's Management Section.

The student intern will gain experience in the following areas by assisting experienced FAC personnel in:

- **Project design and management:** Design, develop and revise project documents, including drawings, specifications, and Statements of Work for minor construction and repair projects. Supervise minor construction and repair work performed by Contractor and/or in-house workers.
- **Preventive Maintenance Program:** Assist in developing preventive maintenance program. Searching and collecting related data from web to assist with related activities. Initiating work orders and reports.
- **Administrative Assistance:** Scanning and filing engineering drawings and documents, operating data bases relevant to maintenance operations, providing general administrative support.

The internship will take place at the U.S. Embassy building in Montevideo. Interns should be available at least 4 hours per day, Monday through Friday during a three month period. Embassy work hours are from 8:45 a.m. to 5:30 p.m. Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

QUALIFICATIONS REQUIRED:

- Currently enrolled in a local university and have completed at least two full years of college level studies in the areas of architecture or engineering. Students who will be graduating soon are not qualified. Recommendation letters from two professors will be needed.
- The successful candidate should have excellent interpersonal skills and be able to develop and maintain effective working relationships with employees, supervisors, and job applicants. Must be tactful, discreet, possess good judgment, and be able work as part of a team.
- Excellent English-language and typing skills are a must, as well as complete familiarity with search engines, and Office applications and commands. Working knowledge of AutoCAD is preferred.

OTHER FORMAL REQUIREMENTS FOR VOLUNTEER INTERNSHIP:

1. Age: Must be 18 years old or older.
2. Citizenship: This opportunity is only for non-U.S. citizen students. U.S. citizens who are interested in applying for a student internship with the Department of State, can find further background information @ <http://careers.state.gov/student/>

3. Must be a student in good academic standing, provide a certified transcript to verify and provide written permission from the educational institution.
4. Medical Insurance: interested student must have his/her own medical insurance.
5. Practical professional experience has to be a career requirement.
6. Commitment to follow through with the internship until its completion.

SELECTION PROCESS

All interested candidates who fulfill the requirements explained above should send updated biographical data sheet containing detailed information on studies, past work experience (if any) and references to jobsMVD@state.gov before April 14, 2015.

First screening of applicants will be done on bases of the data provided. The best qualified candidates will be called for an interview.

Once selected, the candidate will be subject to medical and security checks before approval to participate in the program.

ADVANTAGES FOR THE STUDENT

This can be a very interesting opportunity to obtain practical experience in a challenging environment, practice the English language and gain experience in the FM arena and administrative practice.

The Embassy will provide a report on the student's performance according to the requirements of the student's University.

FINAL NOTE: The intern is not considered an employee. There is no compensation, benefits or leave.